



Transportation Commission RETREAT

June 1, 2016



Introduction / Purpose

Agenda

- Dinner and Traffic Operations Center Open House (6:00-6:30)
- Introduction (6:30-6:40)
- Transportation Commission Purpose (6:40-6:55)
- Transportation Commission Processes (6:55-7:15)
- Meeting Effectiveness (7:15-7:55)
- Next Steps (7:55-8:00)



Transportation Commission Purpose

Transportation Commission Role

The Alexandria Transportation Commission is established to advocate and promote development of balanced transportation systems for the City through oversight of the implementation of the Transportation Chapter of the City's adopted Master

Ordinance 4526 adopted by Council on April 12, 2008

Commission Core Functions

1) Small Area Plans

- Recommend amendments to the Transportation Master Plan
- Adopt Long Range Plan
- Receive reports / findings on transportation studies

2) Budgeting

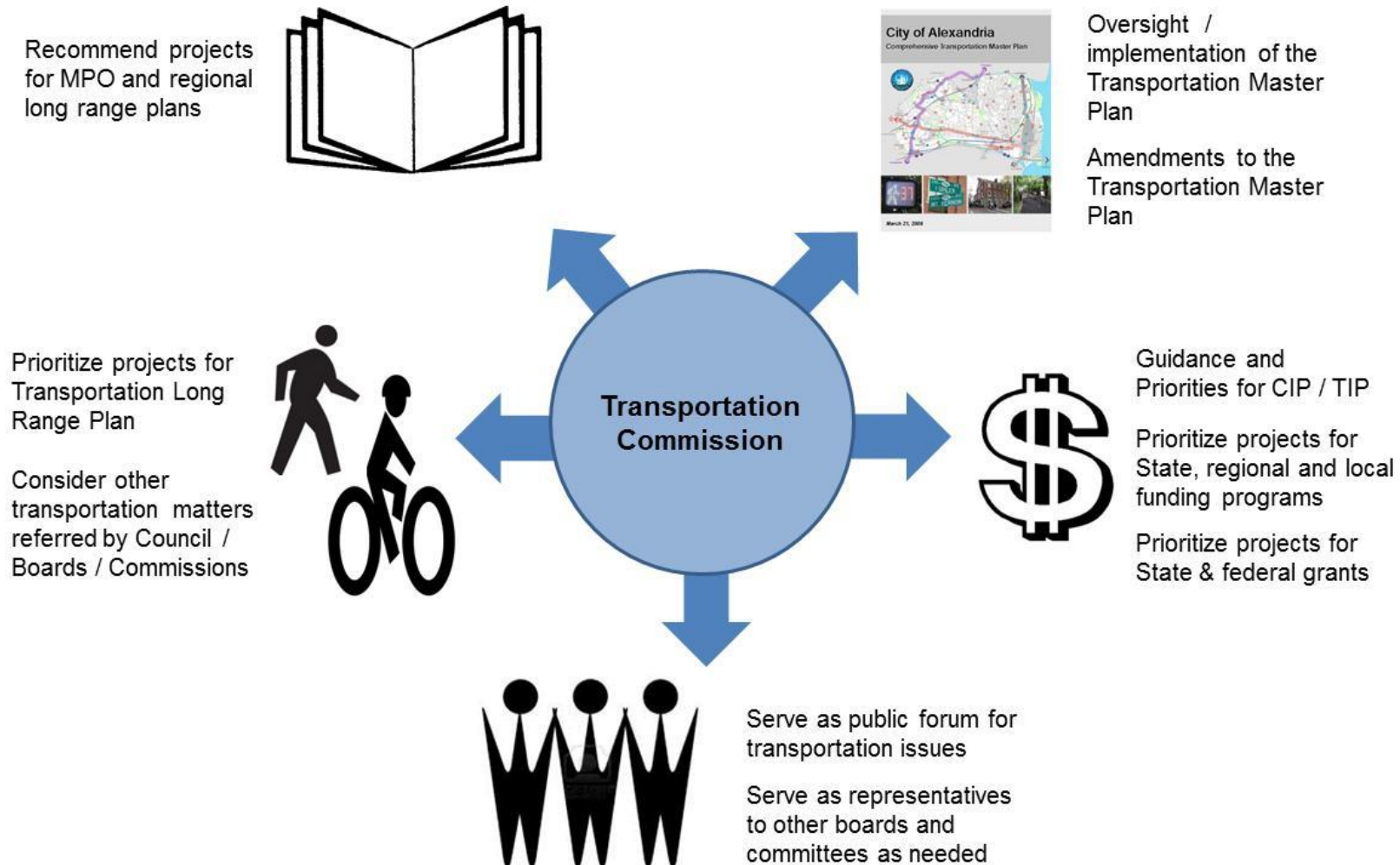
- Recommend annually the Transportation Improvement Program (TIP)
- Recommend priorities for federal, state, regional, local funding programs

3) Capital Projects Implementation

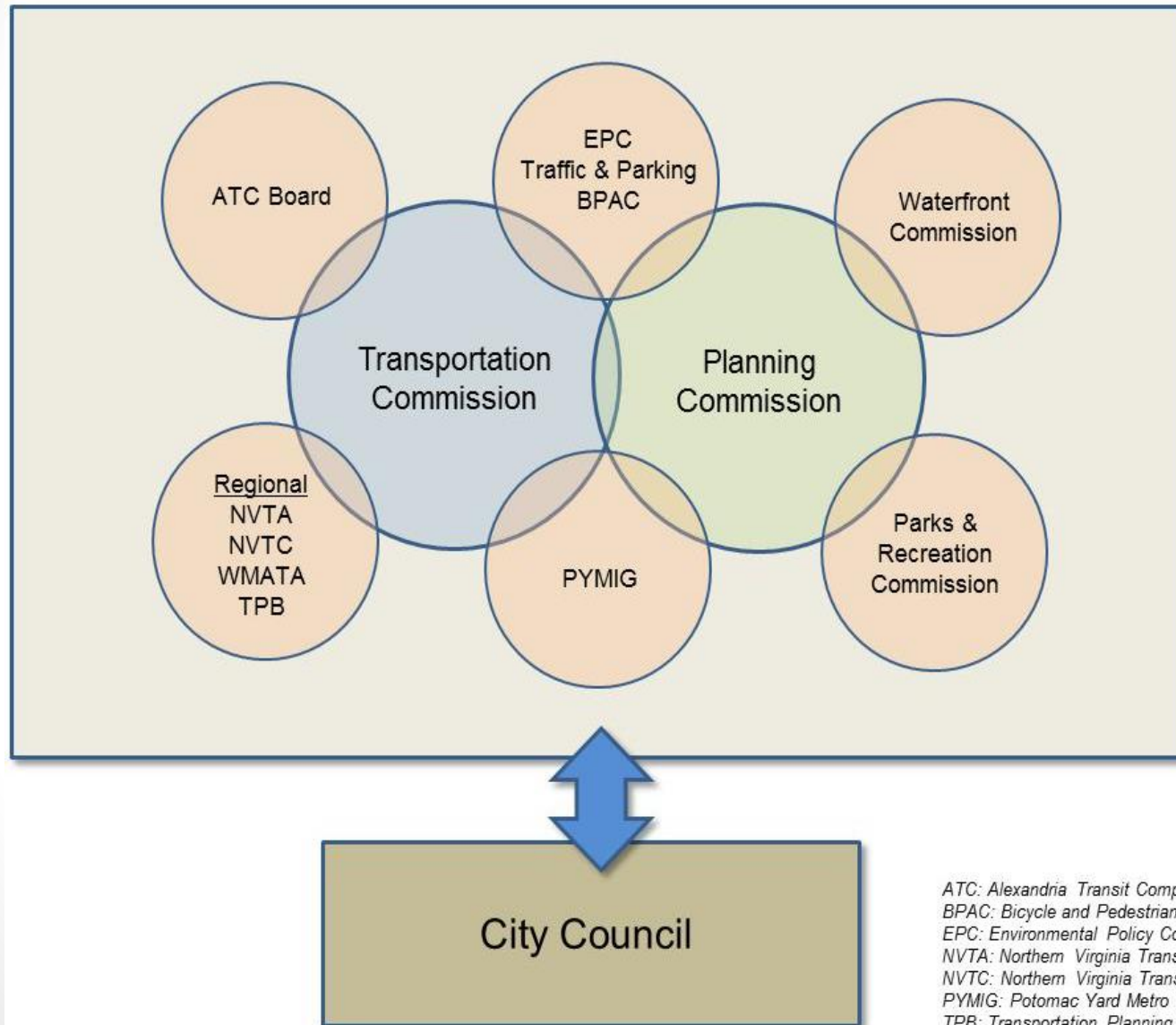
- Support for regional transportation boards and provide forum for public discussion

Commission Charter

Transportation Commission Functions, Powers, Duties



Commission Relationships



ATC: Alexandria Transit Company
 BPAC: Bicycle and Pedestrian Advisory Committee
 EPC: Environmental Policy Commission
 NVTA: Northern Virginia Transportation Authority
 NVTC: Northern Virginia Transportation Commission
 PYMIG: Potomac Yard Metro Implementation Group
 TPB: Transportation Planning Board
 WMATA: Washington Metropolitan Transit Authority

By-laws

- Organization
 - Officers, election of officers, and duties of officers
 - Committees
 - Staff support
- Meetings
 - Regular meetings, special meetings, quorums
- Conduct of Proceedings
 - Rules of Procedure
 - Passage of Motions
- Amendments
 - Amendment to by-laws



Transportation Commission Process

Agenda Development

Agenda Development

- Commission Work Plan provides basis for meeting agendas
- Transportation Commission staff consult Work Plan and coordinate with other City staff to develop draft agenda

Consent	Action Required / Requested by Chair
Items require no action by the TC, but are provided to facilitate information-sharing, advance notice, inter-Commission coordination, etc.	Items require endorsement and/or advisement from TC, or provide information that will require action at a future date.

Freedom of Information Act

Freedom of Information Act (FOIA)

- Meetings
 - FOIA requires the **physical assembly** of members for legally acceptable meetings.
 - Per FOIA:
 - **public notice** is required 3 days prior
 - meeting must be **open for public** to attend
 - **minutes** must be recorded
 - all information provided at the meeting must be subsequently **available to the public**

Freedom of Information Act (FOIA)

- Non-Sanctioned Meetings
 - **3 or more members** of the Commission in discussion of business constitutes a meeting (includes conference calls, email chains)
 - includes **texts**, chat rooms, **email**, instant messages, etc.
 - a meeting may be found if communications **occur closely together** in time and if **3 or more** members are message recipients



Freedom of Information Act (FOIA)

- To avoid problems, the City Attorney advises:
 - **do not** “reply all” to emails
 - **do not** respond to or email more than one other board member at a time
 - If you have something you would like to say to the entire Commission, **wait to and say it at the next meeting**

Freedom of Information Act (FOIA)

Record Retention

- **City** must retain public business records (e.g. minutes, docket)
- **Commission** members must retain all records not maintained by staff (emails, telephone transcript)

Voting

- No vote shall be taken to authorize the transaction of any public business other than a vote taken at a meeting conducted in accordance with the provisions of FOIA
- No public body shall vote by secret or written ballot



Roberts Rules of Order & Drafting Motions

Robert's Rules

- Robert's Rules of Order apply to all City Boards and Commissions, unless specified in the law.
- **Basics:**
 - Chair presides
 - Members need to be recognized to speak
 - Quorum is majority of the Commission's (voting) members and is necessary to proceed with Commission business
 - A vote requires a majority of those present unless otherwise specified
 - A tie vote means a motion does not pass

Drafting Motions

- All motions...
 - Require a **“second”**
 - Can be tweaked or replaced through other additional motions
 - **amendment motions** – germane changes to main motion
 - **substitute motions** – changes the main motion by substituting an entire sentence or paragraph
 - Require **majority vote** to pass
- Additional less common standard motions available on “cheat-sheet”

Drafting Motions

Draft motion template:

"I move that the Transportation Commission
(endorse / advise / provide comment on)

[item] with the following points of
(emphasis / consideration / qualification)

[state points]."

Drafting Motions

Example motions:

- "I move that the Transportation Commission **endorse** City's proposed list of projects for 70% funds with the following point of **qualification**:
 1. *Staff should study project number 12 to determine whether or not the project is still warranted."*
- "I move that the Transportation Commission **advise** City Council to provide comments to VDOT on its proposed plan for I-395 with the following point of **emphasis**:
 1. *During the item's public hearing, citizens voiced concern over potential traffic impacts to residential neighborhoods. The Commission shares this concern."*

Drafting Motions

Example motions:

- "I move that the Transportation Commission ***provide comment on*** the FY 17 budget with the following points of ***consideration***.
 1. *The Transportation Commission appreciates that the City Manager's Budget addressed many of the Commission's budget recommendations.*
 2. *The Commission encourages the Council to approve a two-cent increase of the property tax to fund capital projects.*
 3. *The Commission supports the concept released by the manager, which will provide additional funding for Complete Streets, street resurfacing, and the purchase of additional DASH buses.*

External Communications

External Communications

- Three Main Types of External Communication
 - **Endorsements** – to approve an item
 - e.g. proposed projects, funding requests
 - **Recommendations** – to recommend action by another body
 - e.g. recommend Council advise/comment on state/regional plan
 - **Comment** (*uncommon*) – to memorialize comments on an item when no action is asked of/required by other bodies
 - e.g. note strengths and improvement areas for proposed FY budget

External Communications

Recipients of Transportation Commission Correspondence

- **Always**
 - City Manager or Deputy City Manager
 - Director/Deputy Director of Transportation & Environmental Services
 - Members of the Transportation Commission
- **Sometimes** – Dependent on Item Content
 - Mayor and City Council
 - Traffic and Parking Board
 - Planning Commission
 - Outside Agency (VDOT, NVTA, DASH, etc.)



Meeting Effectiveness

Meeting Effectiveness

A. Meeting Best Practices

B. Operating Agreements

Meeting Effectiveness

Alexandria Transportation Commission High Performing Meetings Worksheet

Distinguishing Behavior	Importance (1-5)	Current Practice (1-5)
1. CONNECTIVE CULTURE		
A. Demonstrates respect for all		
B. Ascribes benefit of doubt		
C. Reigns in wandering members		
D. Assures all are actively engaged		
E. Speaks positively		
F. Encourages diverse views, unified after decisions		
G. Challenges ideas rather than people		
H. Shares information and "talking stick"		
2. CHARTER/RESULTS DRIVEN		
A. Agrees on meeting purpose/desired outcomes		
B. Follows agreed upon processes and operating agreements		
C. Puts purpose before personal agendas or stories		
D. Comments only if advances purpose/topic		
E. Seeks clarification		
F. Stays on topic		
G. Closes with next steps		
H. Leaves everyone with a sense of accomplishment		
3. MEETING PROTOCOLS		
A. Starts and ends on time		
B. Comes to meetings prepared		
C. Doesn't interrupt		
D. Is brief/concise		
E. Silence = agreement		
4. PURSUIT OF EXCELLENCE		
A. Makes authentic, data-driven decisions		
B. Challenges own assumptions		
C. Maintains strategic thinking about "big picture"		
D. Evaluates meetings and seeks performance feedback		
E. Seeks performance feedback in ongoing efforts to improve		
F. Cautious risk-taking		
G. Regularly measures progress and adjust course		

Meeting Effectiveness

Example Operating Agreements

We agree to:

- View ourselves as public stewards.
- Come prepared.
- Use Roberts Rules for all motions.
- Start and end on time.
- Comment or question to move agenda forward.
- Stay on topic.
- Remain actively engaged.



Next Steps / Work Program